Defining a Distribution List Defining a Distribution List

# **Defining a Distribution List**

This section explains how to create a Distribution List and how to add and delete members.

It covers the following topics:

- What is a Distribution List?
- Listing Distribution Lists
- Adding a Distribution List
- Listing the Members of a Distribution List
- Adding a Member to a Distribution List
- Displaying Cross References
- Other Distribution List Maintenance Functions

### What Is a Distribution List?

In its most basic form, a Distribution list is a list of Users who are to be sent a particular Report and provides for easy Report distribution.

But a Distribution List can also be made up of other Distribution Lists.

Users and lists can be grouped into one Distribution List to create a distribution hierarchy that reflects your organization's structure.

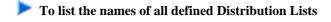
You can then use a Distribution List as an addressee when defining Report Processing by entering the list name in a Distribute To field.

Any modifications in the contents of a Distribution List are automatically reflected in all Reports using this list.

A Distribution List can also be used to grant authorization to a group of Users. For more information on authorization, see the Section Authorizing User Access to Objects.

# **Listing Distribution Lists**

#### **Distribution List Maintenance Screen**



• Enter 4 in the command line of the Main Menu and press Enter.

The Distribution List Maintenance screen appears:

The Distribution List Maintenance screen displays a list of all available Distribution Lists with their description and the number of members in them.

An asterisk (\*) in the Part Of field indicates that the list is part of another list.

The names on the list are displayed in alphabetical order.

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#### PF Key Assignments: Distribution List Maintenance

PF Key	Function	Explanation
PF2	Add	Create a new Distribution List.

#### **Available Line Commands: Distribution List Maintenance**

Command	Meaning
AD	Add a new member to a list.
AU	Authorize a User. See the Section Authorizing User Access to Objects.
DE	Delete a Distribution List definition.
LI	List members of a list.
LO	Display log information.
МО	Modify a Distribution List definition.
RN	Rename Distribution List.
XR	Cross references.

#### **Column Headings: Distribution List Maintenance**

You can enter selection criteria ending with an asterisk \* in all fields marked with an asterisk.

Cmd

Enter a command in the two-character command line.

• List Name \*

Enter selection criteria for the name of the list.

Description

A short description of the list.

Members

Number of members in the list.

• Part Of

An asterisk \* in this field indicates that the list is part of another Distribution List.

# **Adding a Distribution List**

### To ADD a new Distribution List

Press PF2 (Add) on the Distribution List Maintenance screen.

The Define Distribution List window opens:

#### PF Key Assignments: Define Distribution List

PF Key	Function	Explanation
PF2	Add	Add a Distribution List.

#### **Field Descriptions: Define Distribution List**

• List Name

Enter a name for the Distribution List and press Enter.

Description

Enter a short description for the list.

When you have finished entering data in this window, proceed as follows:

- To validate your modifications
  - Press Enter.
- To save your modifications
- Press PF5 (Do).

# Listing the Members of a Distribution List

A member in a Distribution List can be a distinct User ID or another Distribution List.

## To list the members of a Distribution List

 On the Distribution List Maintenance screen, enter LI in the two-character Cmd field preceding the appropriate list and press Enter.

The Distribution List Members screen appears:

```
15:00:46 **** ENTIRE OUTPUT MANAGEMENt **** 2000-11-15 User ID

MRS - Distribution List Members - List Name DC-GROUP Cmd Member List Description

/ User name __ GW Wagner, Gerhard __ MRS Roser, Markus __ RW Warns, Rüdiger __

UKSJU Underhill, Steve __ __ __ All Command =>

Enter-PF1--PF2--PF3--PF4--PF5--PF6--PF7--PF8--PF9--PF10--PF11--PF12---

Help Add Exit Flip - + Menu
```

The Distribution List Members screen displays a list of all the members in a Distribution List. Members can be added to or deleted from a list.

#### PF Key Assignments: Distribution List Members

PF Key	Function	Explanation
PF2	Add	Add a member to the list.

#### **Available Line Commands: Distribution List Members**

Command	Meaning
DE	Delete a member from the list.

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#### **Column Headings: Distribution List Members**

#### Note:

You must give each list a unique definition.

Distribution Lists with identical definitions are rejected by the system.

Cmd

Enter a two-character line command.

Member

The User IDs or Distribution Lists that compose this Distribution List.

• List Description/User Name

Descriptions of the Distribution Lists or the names of the Users that compose this Distribution List.

# Adding a Member to a Distribution List

- There are two ways to add a member to a list:
  - In the Distribution List Members screen press PF2 (Add).

OR

• In the Distribution List Maintenance screen, enter the AD line command in the two-character command line preceding the list to receive the new member.

In both cases, the Add a Member to a List window opens:

#### Field Descriptions: Add a Member to a List

• List Name

The name of the Distribution List to which you are adding a member is displayed here.

Member

Enter the member name.

This is either a User ID or the name of a Distribution List.

## Selecting a Member to Add to a Distribution List

- To display a list of User IDs or Distribution Lists from which to select a member
  - First enter a question mark? in the Member field of the Add a Member to a List window and press Enter.

The Member Name Help window opens:

#### PF Key Assignments: Member Name

PF Key	Function	Explanation
PF4	User-list	Open a User selection window displaying a list of User names and User IDs.
PF5	Dist-list	Open Distribution List selection window displaying a list of Distribution Lists.

## Selecting a User ID as Member

## To open the User selection window

• Press PF4 (User-list) on the Member Name Help window.

The User Selection List window opens:

#### To select a User to add to the Distribution List

Enter any character in the one-character input field preceding the ID and name of the User you want to add.
 Press Enter.

The User ID is written to the Member field of the Add a Member window.

Press Enter again.

A message confirms that the new member has been added to the Distribution List:

```
Record Added
```

• Press PF3 (Exit) to resume.

## **Selecting a Distribution List as Member**

### To open the Distribution List selection window

• Press PF5 (Dist-List) on the Member Name Help window.

The Distribution List Selection window opens:

## To select a Distribution List to add to the main Distribution List as a member

• Enter any character in the one-character input field preceding the name of the Distribution List you want to add. Press Enter.

The name of the Distribution List selected is written to the Member field of the Add a Member window.

Press Enter again.

A message confirms that the new member has been added to the Distribution List:

```
Record Added
```

#### 🚩 To resume

• Press PF3 (Exit).

## **Deleting a Member from a Distribution List**

### To delete a member from a distribution list

• In the Distribution List Members screen, enter DE in the two-character command line preceding the member you want to delete and press Enter.

A window opens in which you can confirm deletion by typing the name of the member to be deleted.

• Type the member name and press Enter.

A message confirms deletion.

# **Displaying Cross References**

## To display cross reference information for a Distribution List

• Enter XR in the two-character command line preceding the appropriate list.

The XREF of Distribution List window opens:

## To list the objects of the relation type

• Mark the input field in the **M** column preceding the appropriate type and press Enter.

The following XREF Object window opens with a list of all objects of the type selected:

```
15:34:14 **** ENTIRE
OUTPUT MANAGEMENT **** 2000-11-15 User ID MRS - Distribution List Maintenance
! Report Description ! __
  ! FVSE-POINTER bildet einen Pointer auf eine seq. File im ! xr ! FVSE-DB Kopiert
den Inhalt einer seq. File VSE in ! \_ ! DB-POWER-STD1-D Beispiel Std Separation
1 DB Member Locati ! ___ ! FVSE-EMPL-STD1-S Example of Standard Exit 1 seq. file
VSE ! ___ ! DEPTS1-ADMA Created by Std. Routine for Master PWR-EMP ! ___ ! FVSE-EMPL-STD1-D
Example of Standard Exit 1 seq. file VSE ! ___ ! DEPTS1-COMP Created by Std. Routine
for Master PWR-EMP ! \_ ! DEPTS1-FINA Created by Std. Routine for Master PWR-EMP
! __ ! DEPTS1-MARK Created by Std. Routine for Master PWR-EMP ! __ ! DEPTS1-MASK
Created by Std. Routine for Master PWR-EMP ! __ ! DEPTS1-MGMT Created by Std.
Routine for Master PWR-EMP ! \_ ! DEPTS1-PROD Created by Std. Routine for Master
PWR-EMP ! ___ ! Top Of Data ! ___ ! ! ___ ! PF3 = Exit PF7 = Top PF8 = down PF11
= Sort ! All +-----
Command => .
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
Help Add Exit Flip - + Menu
```

#### PF Key Assignments: XREF Object

PF Key	Function	Explanation
PF7	Тор	Return to top of list.
PF8	Down	Scroll one screen forward.
PF9	Ext	Toggle between display of long and short report/bundle names.
PF11	Sort	Sort objects in alphabetical order.

# **Other Distribution List Maintenance Functions**

## **Modifying a Distribution List**

## To modify a distribution list

• On the Distribution List Maintenance screen, enter MO in the two-character command line preceding the Distribution List you want to modify and press Enter.

The Define Distribution List window opens for the Distribution List you have selected.

From this window, you can modify only the Description field.

• Simply enter a new description and press Enter to save your modifications.

A message confirms that the description has been successfully modified:

Record modified

If COMMIT is set to OFF, proceed as follows:

### To save your modifications before exiting

• Press PF5 (Do).

If you do not, a window opens which asks you to commit modifications by typing Y.

• Type Y and press Enter.

A message confirms:

All modifications committed

To add or delete a member, see the subsections Adding a Member to a Distribution List and Deleting a Member from a Distribution List.

### **Authorizing User Access to a Distribution List**

#### To authorize user access to a distribution list

• On the Distribution List Maintenance screen, enter AU in the two-character command line preceding the Distribution List for which you want to grant authorization and press Enter.

The Authorization List window for Distribution Lists opens.

To grant authorization to a User, proceed as described in the Section Authorizing User Access to Objects.

## **Deleting a Distribution List**

#### To delete a distribution list

• On the Distribution List Maintenance screen, enter DE in the two-character command line preceding the Distribution List you want to delete and press Enter.

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If CONFIRM is set to ON, a window opens which asks you to confirm deletion by typing the name of the Distribution List again.

• Type the Distribution List name in the input field provided and press Enter.

A message confirms:

Object deleted

### **Displaying a Distribution List**

See the subsection Listing the Members of a Distribution List.

### **Displaying Log Information for a Distribution List**

#### To display log information for a distribution list

- On the Distribution List Maintenance screen, enter LO in the two-character command line preceding the
   The Log Display screen appears for the Distribution List selected.
- You can display more information about a log entry by entering the IN line command in the two-character command line preceding the entry and pressing Enter.

For further details, see the subsection Displaying Log Information for an Object and the Log Display screen.

## **Renaming a Distribution List**

• On the Distribution List Maintenance screen, enter RN in the two-character command line preceding the Distribution List you want to rename and press Enter.

The Rename Distribution List window opens.

#### To rename the Distribution List

• Type the new Distribution List name in the input field provided and press Enter.